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DA 88-0834
15 April 1988

MEMORANDUM FOR: Director of Central Intelligence

FROM: R. M. Huffstutler
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 15 April 1988

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3. The SAFE (Support for the Analysts' File Environment) Transition Plan and Schedule was approved by the DDCI and coordinated with senior Agency officials, the Defense Intelligence Agency (DIA), and the Intelligence Community Staff. This document sets forth transition activities and milestones for the Agency and DIA to establish separate SAFE Program Management Offices to replace the current joint program office.

4. For the last week the Office of Information Technology's (OIT) Crisis Communications Center has been providing 24-hour communications support

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5. OIT held the first running of its Management Development Seminar for 15 employees. This course is the centerpiece of OIT's management training effort and will be run several times each year.
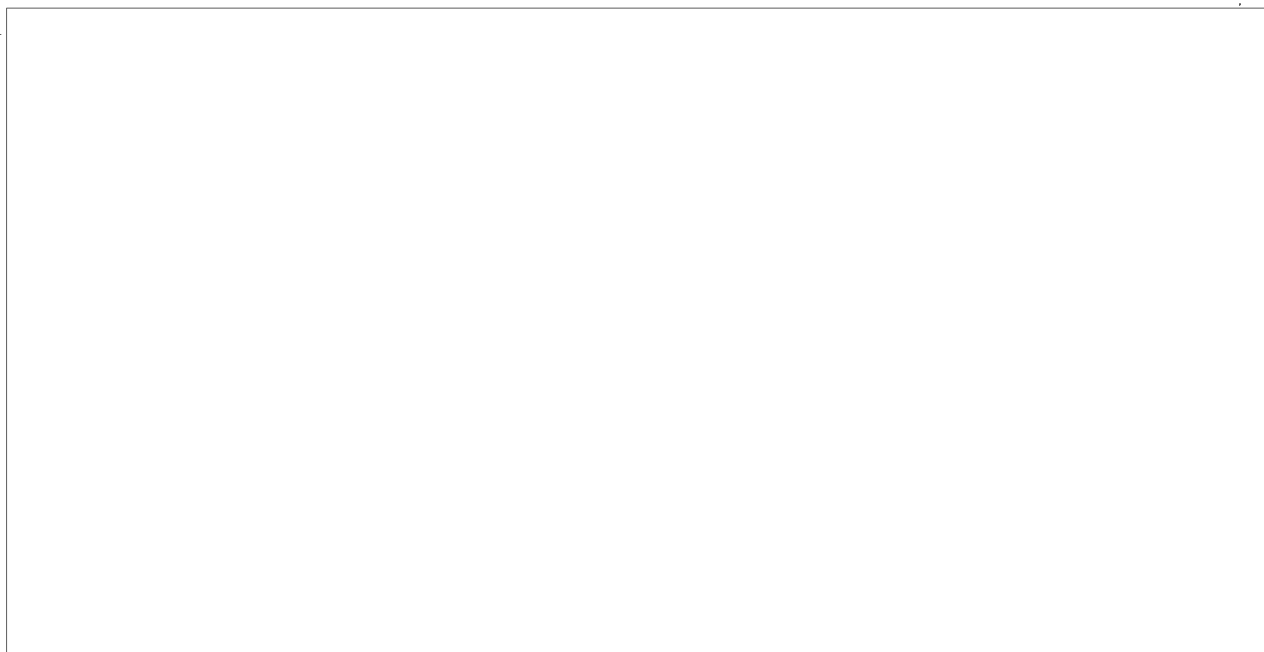
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7. The Office of Personnel (OP) sponsored a College Officials' Seminar during 4 - 7 April. The 41 participants representing colleges and universities from around the country departed with a better understanding of the Agency and its mission.

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R. M. Huffstutler

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